

College Station Parks and Recreation Department

Park Rules and Rental Information

Revised May 9, 2012

1. **Reservations.** Athletic fields and pavilion rentals are reserved as two separate rentals, both done through the Parks and Recreation Department main office in Stephen C. Beachy Central Park, located at 1000 Krenek Tap Road, (979) 764-3486. Reservations shall be taken on a first-come, first-served basis. **The deadline for reservations for Friday – Sunday is 3:00 p.m. on Thursday. Reservations for Monday – Thursday shall be made no later than noon, one business day prior to the date you wish to use the facility (i.e. a Monday reservation can be made up until noon, the Friday before. All applicable fees shall be paid at the time the reservation is made.**

Pavilions may be used if they are not rented, however, no access will be allowed to kitchens or restrooms. Reservations for an upcoming year are taken no earlier than December 15th. All reservation transfers or cancellations are subject to a \$20 fee.

2. **Athletic Field Rentals.** If you paid for lights with your rental and the lights do not come on, please contact: UTILITY DISPATCH at (979) 764-3638.

If there has been rain in the area, to find out if fields have been closed, go to www.cstx.gov and click on 'Department Homepages'. Choose the Parks and Recreation Department homepage and then the 'Field Status' link. You may also call the (979) 764-3732 information line. If "**FIELDS CLOSED**" signs have been placed on the fields, your reservation is considered cancelled. See item #7 – RENTAL CANCELLATIONS, below.

3. **Pavilion Rentals.** If you have a reservation for Oaks, Central, American, or Southwood Athletic Park pavilions, there are facility keys for which a check-in / check-out time will be arranged when you place your reservation. If no check-in time was pre-arranged at the time the reservation was made, staff will attempt to contact you at the telephone numbers you have given us. **If you have not been contacted at least one day prior to your rental, you will need to contact the Parks and Recreation Department main office during normal business hours, (8 a.m. – 5 p.m., Monday – Friday) in order to arrange a check-in time.**

If a maintenance issue arises with the facility during your rental, please contact UTILITY DISPATCH, at (979) 764-3638, who will in turn, contact the Supervisor on call.

4. **Fraternity and Sorority Rentals.** All fraternities and sororities who rent city facilities must provide documentation that your event/activity has been reviewed by Greek Life, no later than one week prior to your rental. Failure to provide this information could result in the cancellation of the reservation by the Department.

5. **Special Requests.** Hot air balloons, tents, open flame containers, large inflatable items such as joy jumps, pony rides, petting zoos, livestock or other similar needs, are considered special requests and must be pre-approved through a meeting with the Park Operations Supervisor.

In addition, if you anticipate a crowd in excess of the maximum capacity for the pavilion rented, we must be notified in order to provide additional trash cans and paper products. The placing of stakes for tents, temporary horseshoes, volleyball poles, digging, or excessive water usage must also be coordinated in advance. **ALL SPECIAL REQUESTS MUST BE MADE AT THE TIME THE RESERVATION IS MADE – LAST MINUTE REQUESTS WILL BE DENIED.**

Open Flame Containers. All open flame, propane containers are required to be approved by Parks and Recreation Department Management staff. If approved, these containers **MUST** adhere to the following: Open flame cookers cannot be placed under the pavilion or in close vicinity to the facility due to fire hazard. Operations crews will designate cooking areas for these open flame containers upon check-in. (Ex. Crawfish boil, fish fry, chili, etc.)

6. **Park Curfew.** The park curfew for community parks is from 1 a.m. to 5 a.m. The park curfew for neighborhood parks is from 11 p.m. to 5 a.m. If you have the Central, Southwood, or Bee Creek pavilion reserved, it must be cleaned and the lights off by 1 a.m., in accordance with the park curfew. The American pavilion in Veterans Park

must be cleaned and the lights off by midnight, because the gates into this area of the park are locked at that time. The John Crompton and Oaks Park pavilions must be cleaned and lights off by 11 p.m.

7. **Rental Cancellations.** In the event of bad weather if you choose not to hold your pavilion function or if athletic fields have been closed due to excessive water on the fields, you must contact the Parks and Recreation main office **the following business day**, to let them know that the facility was not used. At that point, your reservation may be rescheduled for another available date or your fees can be refunded. **Failure to notify the Parks and Recreation Department of weather-related cancellations, by the end of the next business week, will result in the loss of fees.**

Non-weather related pavilion and/or athletic field rental transfers or cancellations must be made in writing no later than seven (7) days prior to the rental date, with an applicable \$20 transfer/cancellation fee. Notification may be made by calling (979) 764-3486 or in person at the Parks and Recreation Department main office (see address above). You may also mail notification of cancellation to: **College Station Parks and Recreation Department, Attn: Administration, P.O. Box 9960, College Station, TX 77842-9960. Failure to notify the Parks and Recreation Department within this timeframe will result in the loss of all fees.**

8. **Refunds.** A pavilion rental deposit will be refunded to you if all Park Rules are observed, the facility is left cleaned and undamaged, and the keys are returned during the facility check-out time. The renter is responsible for turning off lights, putting trash in the trash receptacles, cleaning tables and floors, and cleaning the restrooms and kitchen (if applicable). Failure to do so may result in deductions from the deposit. The renter is responsible for any damage that may occur during facility use.

Deposit refunds are mailed to the person who paid the fees and to the address specified on the reservation form. This will take approximately fourteen (14) working days after the day of the reservation.

9. **Pets and Wildlife.** Pets must be kept on a leash at all times, except in Lick Creek Park and in the "Unleashed Areas" in Steeplechase and University Parks. In both locations all pets must be within voice command.

All wildlife in city parks is protected.

10. **Restrictions.** Campfires, fireworks, dunking booths, off-road vehicles, golfing or practice driving of golf balls, firearms, airguns, crossbows, and bows and arrows in city parks are **STRICTLY PROHIBITED**. It is unlawful to:

- ~ Disobey "**FIELDS CLOSED**" signs in city parks
- ~ Be in possession of glass bottles or containers in city parks
- ~ Cut or destroy vegetation in city parks
- ~ Wade or swim in park ponds
- ~ Advertise in city parks
- ~ Sell items in city parks without a Park Vendor's Permit

11. **Vendor Permits.** Any person wishing to sell items (food, drinks, shirts, caps, tickets, etc.) in any park must first apply for a Park Vendor's Permit. **If you sell food you must have** a Health Permit from the Brazos County Health Department (979) 361-4450. Contact our Concessions Supervisor at the Parks and Recreation Department office at (979) 764-3486 to coordinate the selling of any items, including alcohol. **No outside vending is allowed in city parks except in association with an event.**

12. **Alcohol.** Alcohol may be consumed in city parks by persons 21 years of age and older. If you have a function where alcohol is served, neither the alcohol nor any other items can be sold without first obtaining a TABC license and a Park Vendor's Permit through the Concessions Supervisor at the Parks and Recreation Department office. **If you are selling alcohol you must have a Park Vendor's Permit and a TABC liquor license. Security and insurance may be required depending on the type of function.**

13. **Parking.** All vehicles must park in designated areas on pavement only.

14. **Emergencies.** In the event of an emergency, **call 911 and then call Utility Dispatch at (979) 764-3638 to notify the on-call supervisor of the emergency.**

College Station Parks and Recreation Department Severe Weather Best Practice

The College Station Parks and Recreation Department (CSPARD) recognizes the importance of safe practices during outdoor activities as they relate to weather hazards. The following "Best Practice" recommendations have been adopted by the CSPARD as guidelines for decision-making related to outdoor activities during hazardous weather conditions. The safety of park guests is of utmost importance to us!

All participants and guests of CSPARD facilities are advised to be aware of developing or approaching weather hazards before arriving and during all outdoor activities. League officials, event managers and sports officials (referees and umpires) are responsible for monitoring all available resources concerning weather hazards and determining suspension or continuation of outdoor activities. Coaches and parents are responsible for monitoring weather developments during activities where no official, referee, or umpire is present, and for determining suspension or continuation of outdoor activities.

Recommended Resources Include:

- **Thorguard Lightning Prediction System** - This system is installed at various parks/schools around town. A comprehensive list of locations/ranges is included below. One, long (15-second) blast indicates that conditions are favorable in the immediate area for lightning to strike. Three short blasts indicate that threatening conditions have diminished and this is the "**ALL CLEAR**" signal. Two blasts indicate an error in the system.
- **Local Radar** - Information can be obtained from websites containing local satellite information such as intellicast.com, weather.com, or KBTX.com. (KBTX.com has the most current radar.)
- **KBTX-TV** - KBTX frequently has a meteorologist on-duty and will go live with weather reports if conditions warrant. They also have live Doppler radar.
- **Observation** - All persons are advised to use sight and sound when monitoring possible weather hazards.
- **NOAA Weather Radio** - Continuous broadcasts on weather radios, with updated weather information are available through NOAA Weather Radio, 24 hours a day, seven days a week.

Recommended Actions Include:

- At the first sound of thunder and/or sight of lightning, **suspend activities and notify participants to seek shelter in the safest location available** for a minimum of fifteen minutes. With each audio/visual warning, start a new fifteen minute count.
- One, long (15-second) blast from Thorguard should result in suspension of activity until the "All Clear" signal is heard or until other resources indicate that there is no threat.
- An enclosed substantial building or metal vehicle with the windows rolled up is suggested as safest shelter.
- Avoid metal fences, dug outs, water, light poles, trees, hills, and electrical equipment.
- The presence of excessively high winds, heavy rain, hail, and/or funnel clouds should also be cause for suspension of play and evacuation to a safe shelter.
- **If you continue your outdoor activities when severe weather approaches and the lightning prediction system has sounded, you do so at YOUR OWN RISK.**

Reassess the Hazard/Utilize Available Resources

- When thunder has not been heard and lightning has not been seen for 15 minutes, or, when Thorguard sounds the "All-Clear", activities may then be resumed.
- When weather conditions change, all available resources should be consulted again to aid in the determination of resuming activities.

CSPARD
College Station Utility Dispatch

www.cstx.gov

(979) 764-3486
(979) 764-3638

Thorguard Lightning Prediction and Warning System Locations

<u>Park Location</u>	<u>Monitoring Distance</u>	<u>Warning Distance</u>	<u>Monitoring Hours</u>
Pebble Creek	6 miles	2 miles	8am - 7pm (Nov - Mar) 8am - 9pm (Apr - Oct)
Sandstone	6 miles	2 miles	8am - 7pm (Nov - Feb) 8am - 9pm (Mar - Oct)
Southwood	6 miles	2 miles	7am – Midnight
Jack & Dorothy Miller	6 miles	2 miles	8am - 7pm (Nov - Mar) 8am - 9pm (Apr - Oct)
Wayne Smith	6 miles	2 miles	7am – Midnight
Thomas Park	6 miles	2 miles	8am - 6pm (Nov - Mar) 8am - 9pm (Apr-Oct)
Veterans Park	6 miles	2 miles	7am - Midnight
Central Park*	12 miles	2.5 miles	7am – Midnight

*(*Also monitors and activates remote horns at Bee Creek Park and WPC Amphitheater)*

The **Monitoring Distance** is the radius within which the system monitors the atmospheric conditions. When the conditions inside the radius of the **Warning Distance** indicate the probability of a lightning strike, the system activates, the strobe light comes on, and the 15-second horn blast occurs. The strobe light continues to flash, indicating the probability of lightning, as long as the system detects a threat. The system indicates the **“ALL CLEAR”** when three short blasts are heard. Two signal blasts indicate an error in the system. The **Monitoring Hours** are the hours, Monday through Sunday, during which the system is monitoring atmospheric conditions.

Resources:

www.Nssl.noaa.gov

www.lightningsafety.noaa.gov/outdoors